PSA JACKSONVILLE TRAINING/TDY ORDERS REQUEST								
Name (Last, First, MI):			Rank/Grade:		SSN:			
Email address:		Phone:	Phone:		PRD (yy/mm):			
Are you requesting		Are you a f	Are you a frequent traveler?		es [No		
Are your requesting funding? Yes No cost		t Do you des	Do you desire an Advance? Yes		es [No		
TRAINING REQUEST INFORMATION								
Course Title:			Tuition/Conference/Registration fee:					
Location:			Training Dates From: To:					
Training Point of Contact:			Registration deadline:					
Is this training on the individual's IDP? Yes No			Date Quota Received:					
TAD REQUEST INFORMATION								
Reason for Travel:								
Travel From (city/state):			Conference/Registration fee:					
Travel To (city/state								
Return To (city/state):								
Depart Date: Return Date: Leave Dates: From: To:								
What Mode of Transportation do you desire? (Note: Your request may be modified to what is most advantageous to the government).								
If Rental Car, size requested: PSA Authorizes								
TO BE COMPLETED BY DETACHMENT TRAVEL COORDINATOR								
Lodging: If Commercial Lodging Authorized the								
CNA number is								
PSA Authorizes: If Government Lodging Available the								
BQ Confirmation number is								
Messing: PSA Authorizes:								
Estimated Costs:								
AIR FARE:			Current Balance:					
PER DIEM:	▼ Total Cos	▼ Total Cost:						
MISC: Ne			Balance:					
TOTAL: Advance Authorized:								
Signature Date Approved Date Disapproved								
OIC/DEPT HD	Oignature		Date Appro	VCu	Date	Бізаррі о	vcu	
Training Officer								
Transportation								
Comptroller								
Executive Officer								
FOR PSA JACKSONVILLE COMPTROLLER USE ONLY								
TANGO NUMBER: SDN:								
Accounting / data:	AA 17 1804.60FA 000 68585	5 0 068732 2D	68585	E		E		
	AB 17 1804.60FA 000 68585	5 0 068732 2D	68585	5 E		E		



PRIVACY ACT STATEMENT (5 U.S.C. 552a)

Authority: 5 U.S.C. 5701, 5702, and E.O, 9397.

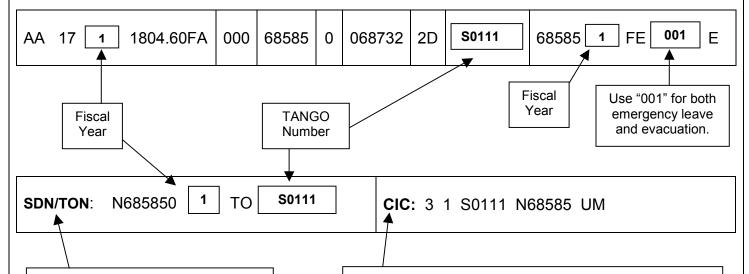
Principal Purpose(s): Used for reviewing, approving, and accounting for official travel.

Routine Use(s): None.

Disclosure: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization

of your travel request.

Directions for building accounting data in the event of an emergency (see PSAJAXSORM 1306-001).



Standard Document Number (SDN)

Block 2 of NAVPERS 1320/16

Travel Order Number (TON)

Block 22 of DD Form 1610

CIC (block 19 of NAVPERS 1320/16 and DD Form 1610) is 15 digits build from SDN or TON. <u>Use only if AMC Flight used</u>:

DIGIT	ENTER				
1 st	3				
2 nd	FY – 8 th digit of SDN				
3 - 7	TANGO Number – last 5 of SDN				
8 – 13	1 st six digits of SDN – N preceded by UIC				
14 - 15	Type of TDY – Use " UM " for emergency				
	leave. Use "00" for evacuation.				

Additional References:

- MILPERSMAN 1050-130
- MILPERSMAN 1050-140
- MILPERSMAN 1050-250
- MILPERSMAN 1050-260
- JFTR. Volume 1
- PSAJAXINST 3006.1B